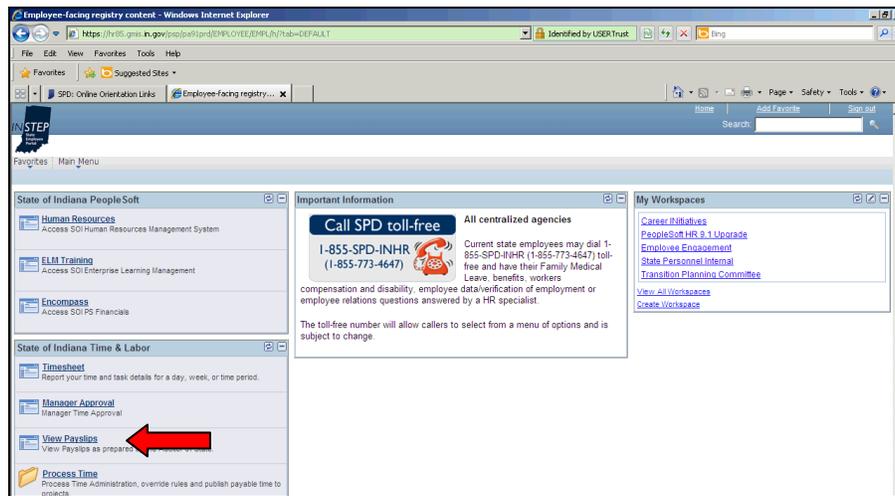


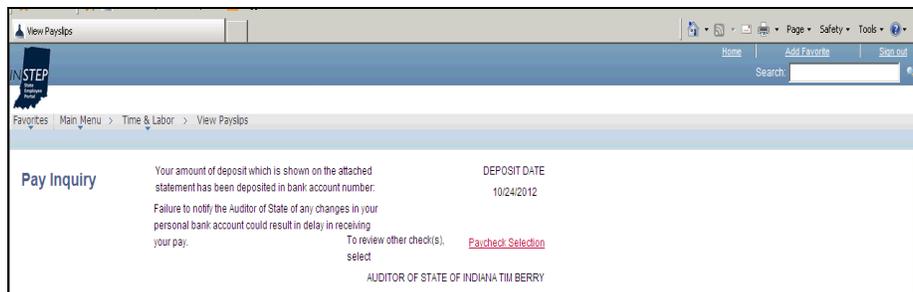
How to View and Print Paystub

This module will give you instructions on how to view and print your paystub.

| Step | Action |
|------|---|
| 1. | <p>Navigate to this website to begin: http://www.in.gov/spd/instep</p> <p>Enter your User ID and Password into the appropriate field.</p> <p>A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p> |



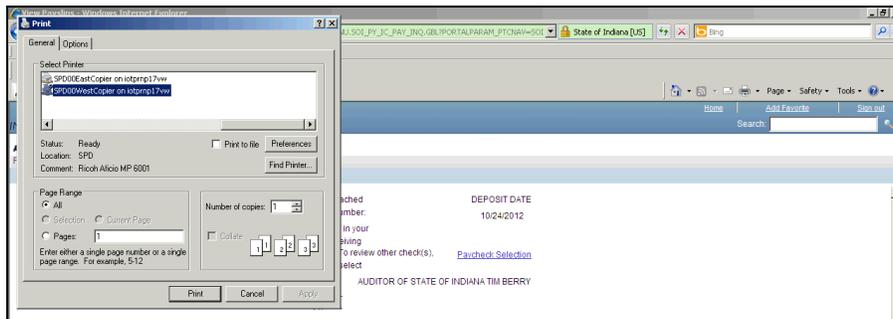
| Step | Action |
|------|--|
| 2. | <p>Click the View Payslips link. A new page or tab will populate.</p> <p>View Payslips</p> |
| 3. | <p>Your most recent paycheck should now be available to view. If you would like to view past paystubs then you can click the Paycheck Selection link.</p> <p>Paycheck Selection</p> |



| Step | Action |
|------|--|
| 4. | Click the File menu to print your paystub.  |



| Step | Action |
|------|--|
| 5. | Click Print from the list.  |



| Step | Action |
|------|--|
| 6. | Select the correct printer and click the Print button.  |